

## **RECREATION SUPERVISOR SEASONAL**

Code No.: 6-18-005

Non-competitive

**GENERAL STATEMENT OF DUTIES:** Under the general supervision of the Recreation Administrator, is responsible for the organization and administration of the seasonal recreation services in a designated area.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee has specific responsibility for planning, organizing and supervising one or more major segments of the seasonal recreation program. He will be expected to spend some of his time in a leadership role. Supervision either direct or general may be exercised over subordinate-level personnel.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Administers the recreation program for an assigned area;

Inventories equipment at beginning of program, then at the end to record broken or missing equipment;

If required, administers first aid;

Supervises, trains, and evaluates all subordinate staff personnel;

Prepares publicity for assigned portion of the program;

Represents his assigned area at meetings with community organizations;

Acts as liaison between administration and staff;

Prepares special reports for administration regarding needs and effectiveness of service in his assigned area.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Good knowledge of supervisory techniques; knowledge of first aid; ability to plan, organize, and promote recreation activities; ability to assess resources and facilities realistically; ability to communicate effectively with groups and individuals; ability to exercise professional judgement in problem solving and evaluation; ability to work with others and guide subordinate personnel; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from a recognized college or university plus one seasons' experience in recreation or any equivalent combination of training and experience sufficient to indicate ability to do the work.

**ADOPTED:** July 11, 1974

**REVISED:** May 15, 1975